

**OUTREACH for Two Permanent Full Time Positions
Support Services Specialists (GS-0342-06/07)
USDA Forest Service
George Washington & Jefferson National Forests
Lee and Eastern Divide Ranger Districts
Edinburg and Blacksburg, Virginia**

The USDA Forest Service intends to fill two permanent, full-time, Support Services Specialist, GS-0342-06/07 positions in Virginia. Starting salary at the GS-06 level is \$35,356 and at the GS-07 level, it's \$39,179. One position is located at the Lee Ranger District in Edinburg, VA and the other is located at the Eastern Divide Ranger District in Blacksburg, VA.

This outreach is a pre-announcement. Persons interested in this position should complete the outreach form included here by April 11, 2014 and return it to jrbradley@fs.fed.us. The vacancy announcement for this position will be posted on USAJOBS at <http://www.usajobs.gov/>. For more information about the Edinburg job, please contact Katie Donahue, District Ranger at 540-984-4101, kdonahue@fs.fed.us. For the Blacksburg job, please contact Jean Bradley, Support Services Specialist, or Cindy Schiffer, District Ranger, both at 540-552-4641.

The Position: Provides management and coordination of the administrative functions for a District. Works directly for the District Ranger and is a member of the District Leadership Team. Coordinates the budget, oversees the procurement program, directs front desk operations, and supervises of one or two permanent employees. Keeps current on personnel policies, rules, and regulations and keeps other staff informed of same. Initiates and controls a variety of personnel processing activities, filing, and correspondence and is contact point for consolidating District responses to higher level requests. Other duties include property inventories, oversight of permit issuances, map sales, monitoring the Bill for Collection process and serving as POSS contact and as contact for computer, printer and phone repairs and replacements. Performs property management support, such as inventory. May direct or assist with the facilities management program and the district's fleet program by scheduling services/repairs.

Qualification Requirements: The OPM Qualification Standards Handbook is available for review on the Internet at: <http://www.opm.gov/fedclass/gs1300t.pdf>

The Districts: Information about the Districts and the George Washington-Jefferson National Forests can be found on the Forest's web site at <http://www.fs.usda.gov/main/gwj/home>. Both districts offered a wide variety of resource programs, and numerous outdoor recreation options in a beautiful setting.

The Communities: This part of Virginia has a four season climate with warm, humid summers and relatively mild winters. Numerous universities, medical facilities, shopping, and recreational, historical, and cultural exploration opportunities exist.

The duty station for the Lee District is in the small town of Edinburg, Virginia, www.townofedinburg.com which is located in the beautiful and historic Shenandoah Valley, www.shenandoahvalley.com. Edinburg is located 35 miles north of Harrisonburg (www.harrisonburgva.gov), a city of 48,000 and 35 miles south of Winchester, a city of 25,000 (www.winchesterva.gov). These cities are all linked by I-81 and US-11.

The duty station for the Eastern Divide is in Blacksburg, Virginia www.blacksburg.gov, population about 46,000 and home to Virginia Tech in the New River Valley, www.newriverva.com

OUTREACH NOTICE FORM Support Services Specialist, GS-0342-06/07

Return to Jean Bradley at jrbradley@fs.fed.us or 110 South Park Drive, Blacksburg VA 24060

By Wednesday April 11, 2014

INTERESTED IN BOTH LOCATIONS _____; ONLY EDINBURG _____; ONLY BLACKSBURG _____

NAME: _____

E-MAIL ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

FOR CURRENT FEDERAL EMPLOYEES:

AGENCY EMPLOYED WITH: _____

TYPE OF APPOINTMENT: ____PERMANENT ____TEMPORARY ____TERM ____VRA ____OTHER

CURRENT SERIES AND GRADE: _____ CURRENT POSITION TITLE: _____

IF NOT A CURRENT PERMANENT (CAREER OR CAREER CONDITIONAL) FEDERAL EMPLOYEE, ARE YOU ELIGIBLE TO BE HIRED UNDER ANY OF THE FOLLOWING SPECIAL AUTHORITIES?

____PERSON WITH DISABILITIES ____VETERANS READJUSTMENT

____VETERANS EMPLOYMENT OPP ACT OF 1998 ____FORMER PEACE CORPS VOLUNTEER

____DISABLED VETERANS W/30% COMPENSABLE DISABILITY ____OTHER _____

IF NOT CURRENTLY A FEDERAL EMPLOYEE, PLEASE BRIEFLY DESCRIBE YOUR CURRENT POSITION AND/OR EDUCATION IN RELATION TO THIS POSITION. YOU WILL HAVE AN OPPORTUNITY TO FULLY DISCLOSE YOUR KNOWLEDGE, SKILLS, ABILITIES, AND EDUCATION WHEN THE JOB IS ANNOUNCED.
